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## **CHAPTER 2**

# **Tables and Transactions**

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### ***Introduction***

This section of the procedures manual contains table and transaction layouts, descriptions and coding instructions for the Interdepartmental Subsystem. The coding instructions describe and define valid values and outline the edits for each data elements.

This section of the procedures manual provides departments with step-by step instructions to Interdepartmental Tables and Transactions for data entry. It designates the required, optional, system maintained and protected fields.

All transactions must have the proper signatures and title from the individuals who prepared, approved and data entered the transactions. The forms must be dated. The approved signatory authority must be on file with the Comptroller's Office.

**Inter-  
departmental  
Options Table  
(IDOP)**

ACTION: S TABLEID: IDOP M M A R S	
*** INTERDEPARTMENTAL OPTION TABLE ***	
KEY IS FISCAL YEAR	
FISCAL YEAR: ..	
UNDER PAYMENT TOLERANCE: ..... %	UNDER PAYMENT AMOUNT: .....
OVER PAYMENT TOLERANCE: ..... %	OVER PAYMENT AMOUNT: .....
BILLING MINIMUM: .....	IV BILL FLAG: ..
ENC DELINQUENCY AGE: ...	ENC AUTOMATIC PROCESSING AGE: ...
PAY DELINQUENCY AGE: ...	PAY AUTOMATIC PROCESSING AGE: ...
ENC DELINQUENCY AGE DUNNING CODE: ....	
ENC AUTOMATIC PROCESSING AGE DUNNING CODE: ....	
PAY DELINQUENCY AGE DUNNING CODE: ....	
PAY AUTOMATIC PROCESSING AGE DUNNING CODE: ....	
REVIEW IE PRIOR TO DISTRIBUTION Y/N :	
REVIEW IV PRIOR TO DISTRIBUTION Y/N :	

Figure 2 - 1

**Description**

The Interdepartmental Options Table (IDOP) is the control table for Interdepartmental Billing transactions which establishes parameters for primary functions. It will control tolerances for payments less than or greater than the full amounts, statements to buyer departments, dunning notice schedule, delinquent payments, automatic payment processing, and distribution of the IE and IV forms.

**Responsibility**

Comptrollers

**Coding**

**Instructions**

Fiscal Year	Required. The applicable fiscal year. The fiscal year must be open and valid on the FSyr Table.
Under Payment Tolerance %	Required. The percentage establishing the maximum dollar amount short that a payment can be accepted as full payment.

Under Payment Tolerance Amount	Required. The dollar amount establishing the dollar tolerance for which an underpayment can be accepted with the difference automatically written off.
Over Payment Tolerance %	Required. The percentage establishing the maximum dollar amount a payment can be in excess of the billed amount and not have a customer credit created for the overpayment.
Over Payment Tolerance Amount	Required. The maximum dollar amount a payment can be in excess of the billed amount and not have a customer credit created for the overpayment.
Billing Minimum	Required. The minimum billing amount for an IV to fully process.
IV Bill Flag	Required. The flag that designates whether a buyer department receives a hard copy bill. Valid values are: "Y" or "N"
Enc Delinquency Age	Required. The number of days that a department has to encumber funds for a chargeback before it is considered delinquent.
Enc Automatic Processing Age	Required. The number of days that the encumbrance for Interdepartmental Services will be eligible to be processed automatically.
Pay Delinquency Age	Required. The number of days that the failure of a department to fully process payment for Interdepartmental services will be considered delinquent.
Pay Automatic Processing Age Organization	Required. The number of days at which time the payment for Interdepartmental Services will be processed automatically.

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Enc Delinquency Age Dunning Code	Required. The code that corresponds to the message text that appears on the DUNN table which informs the buyer department that the encumbrance for interdepartmental goods/services has not been completed and the Encumbrance Delinquency Age parameter has been exceeded. The message text is printed on the Encumbrance Delinquency Notice.
Enc Automatic Processing Age Dunning Code	Required. The code that corresponds to the message text that appears on the DUNN table which informs the buyer department that the encumbrance for interdepartmental goods/services has not been completed, the Encumbrance Automatic Processing Age parameter has been exceeded and the encumbrance has been automatically processed.
Pay Delinquency Age Dunning Code	Required. The code that corresponds to the message text that appears on the DUNN table which informs the buyer department that the payment for interdepartmental goods/services has not been received and the Payment Delinquency Age parameter has been exceeded.
Pay Automatic Processing Age Dunning Code	Required. The code that corresponds to the message text that appears on the DUNN table which informs the buyer department that the payment for interdepartmental goods/services has not been received, and the Payment Automatic Processing Age parameter has been exceeded and the payment will be automatically processed.
Review IE Prior to Distribution Y/N:	Required. Determines the distribution option for the IE form. A "Y" flag in the field will direct the IE forms to the Chargeback departments OMIS bin. A "N" flag in the field will direct the IE forms to the Buyer departments OMIS bin.

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Review IV  
Prior to  
Distribution

Required. Determines the distribution option for the IV form. A "Y" flag in the field will direct the IV forms to the Chargeback departments OMIS bin. A "N" flag in the field will direct the IV forms to the Buyer department OMIS bin.

**Approved  
Chargeback  
Service  
Identifier  
Table (ACSI)**

ACTION: S TABLEID: ACSI M M A R S  
 \*\*\* APPROVED CHARGEBACK SERVICE IDENTIFIER TABLE \*\*\*  
 KEY IS FISCAL YEAR, APPROVED SERVICE IDENTIFIER CODE

FISCAL YEAR: ..

	APPROVED SERVICE IDENTIFIER CODE	OBJECT CODE	APPROVED SERVICE
01-	---	---	-----
02-	---	---	-----
03-	---	---	-----
04-	---	---	-----
05-	---	---	-----
06-	---	---	-----
07-	---	---	-----
08-	---	---	-----

Figure 2 - 2

**Description**

The Approved Chargeback Service Identifier Table is entered and controlled by the Legal Unit at the Office of the State Comptroller. It contains the Approved Service Code, Object Code and a corresponding Text Description. The ACSI Table generates information for the CHBK Table and serves as a control table for fields in the Interdepartmental Transactions.

**Responsibility**

Comptroller

**Coding  
Instructions**

Fiscal Year	Required. The applicable fiscal year.
Approved Service Identifier Code	Required. The 3 position code which represents the corresponding approved chargeback service.

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## Tables and Transactions

Object Code	Required. The 3 position Object Code which represents the approved chargeback service. The code must be valid on the Object Code Table (OBJT).
Approved Service	Required. The authorized description of the chargeback goods or services corresponding to the Service Identifier. This is a 30 character field.

**Authorized  
Chargeback  
Department  
Table (CHBK)**

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ACTION: S TABLEID: CHBK  M M A R S
*** AUTHORIZED CHARGEBACK DEPARTMENT TABLE ***
KEY IS FISCAL YEAR, DEPT, FUND, RSRC/SUB

FISCAL YEAR: .. CHBK DEPT: ... FUND: ... RSRC/SUB: .....

ORGN/SUB: ..... PROGRAM: .....
APPROPRIATION/SUB: ..... REPT CAT: .....
TYPE: ..... PRJ/CL/GRC: ..... ACTV: .....

SERVICE IDENTIFIER: ... OBJECT CODE: ...
APPROVED SERVICES: .....

LEGAL AUTHORITY: .....
RESTRICTIONS: .....

CHARGEBACK TYPE: .. AUTHORIZED TRANSACTIONS: .. STATUS: ..
BILL FREQ: .. BILL EXP DATE: .....

DEPT CONTACT: ..... PHONE: .....
    
```

Figure 2 - 3

**Description**

The Authorized Chargeback Department Table identifies the departments that have been granted Authorized Chargeback Department (ACD) status. It designates the type of service or good for which the department has been given approval to charge, the legal/statutory basis for the "chargeback", and ACD accounting information.

**Responsibility**

Comptroller

**Coding  
Instructions**

Fiscal Year	Required. The applicable fiscal year.
Department	Required. The 3 position department code.
Fund	Required. The 3 position Fund Code of the ACD that is to receive the revenue. It must be valid on the FUND Table.



Revenue Source Code	Required. The 4 position revenue source code of the ACD that defines the type of goods or services provided.
Sub-Revenue Source	Optional. The 2 position sub-revenue code corresponding to the revenue source code of the ACD that further defines the type of goods or services provided.
Organization	Comptroller Maintained, department defined. The 4 position organization code associated with the ACD revenue budget. It must be valid on the ORGN Table.
Sub-Organization	Comptroller Maintained, department defined. The 2 position associated with the ACD revenue budget. It must be valid on the SORG Table.
Program	Comptroller Maintained, department defined. The 4 position program code associated with the ACD revenue budget. It must be valid on the PROG Table.
Appropriation	Comptroller Maintained, department defined. The 8 position appropriation number of the ACD.
Subsidiary	Comptroller Maintained, department defined. The 2 position subsidiary code associated with the services provided. It must be valid on the OBJT Table.
Reporting Category	Comptroller Maintained, department defined. The 4 position reporting category code of the ACD. It must be valid on the Reporting Category Table (REPT).

## Tables and Transactions

Type	Comptroller Maintained, department defined. The 1 position type code that specifies whether the next field refers to project, client or general reporting category. Valid values are: "C" - Client "P" - Project "G" - General Reporting Category
Project/Client/ General Reporting Category	Comptroller Maintained, department defined. The Project, Client or General Reporting Category codes that relate to the Type code. The codes must be valid on CLNT, PRBL, or GRPT.
Activity	Comptroller Maintained, department defined. The 4 position activity code that is associated with a project, subproject and phase established in PARS. It identifies the project charge as participating (eligible for federal reimbursement) or non-participating (state cost, ineligible for reimbursement).
Service Identifier	Comptroller Maintained. The 3 position code which represents the corresponding approved chargeback service. It must be valid on the ACSI Table
Object Code	Comptroller Maintained. The 3 position object code associated with the approved service that represents the cost to the buyer department. Must be valid on the ACSI table.
Approved Service	Comptroller Maintained. The approved description of the chargeback goods or services that a department is authorized to charge other departments. It is entered on the ACSI Table.
Legal Authority	Comptroller Maintained. The statutory or legislative citing that authorizes the department to charge other departments for goods or services.

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## Tables and Transactions

Restrictions	Comptroller Maintained. Text signifying any limitations associated with the ACD's administration of the chargeback.
Chargeback Type	Comptroller Maintained. The 2 position code indicating the generic type of chargeback that is being authorized. Valid values are: "SW" - Statewide "PF" - Public Fee "AH" - Ad Hoc
Authorized Transactions	Comptroller Maintained. The 2 position transaction code for the MMARS Documents that have been approved for use by the Comptroller's Office for the corresponding chargeback type. The documents must be valid on the DATE Table.
Status	Comptroller Maintained. The Chargeback activity status. Valid values are: "A" - Active "I" - Inactive
Billing Frequency	Comptroller Maintained. This indicates how often a payment document will be generated against the Interdepartmental Encumbrance. Valid values are: "M" - Monthly "Q" - Quarterly "S" - Semi-annually "Y" - Annually "A" - Ad Hoc
Billing Expiration Date	Comptroller Maintained. This indicates the end date for processing payment documents.

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Department Contact	Comptroller Maintained. The name of the person who has been authorized by the ACD to oversee interdepartmental transactions. It will print on the IE Form as the Chargeback Department Contact.
Phone	Comptroller Maintained. The telephone number of the ACD contact person. It will print on the IE Form as the Chargeback Department Phone.